

Model Job Description		
Administrator		Revised:
Overview: Manages all administrative aspect of program including records, finances, and certifications.	Supervision: EMS Manager	Qualifications: Experience in the development of budgets and management of confidential records.
Responsibilities: <ul style="list-style-type: none"> • Maintains accurate records of membership, training, and OSHA-required standards such as hazardous materials and tuberculosis-prevention. • Tracks all income and expenditures of the service, manages financial accounts, provides periodic financial reports to the EMS Manager and to the membership, and submits financial information for periodic audits. • Ensures that medical direction agreement, ambulance certification, controlled substances, and related documents are current and up-to-date. Completes applications to maintain the same records. • Manages files of EMS reports in a secured manner. Submits summary information to the State EMS Program as requested. 		